



## MISSING CHILD and NON-COLLECTION POLICY

### I. Missing Child

We consider our school to be extremely safe. We have coded key pads on most entry /exit doors at a height that the reception children cannot reach. The outdoor classroom is fenced in with the catch on the outside of the gate. All visitors to the school are authorised by the Headteacher. They will sign in the visitors' book and are given a 'visitor's lanyard'.

However, in the event that a child goes missing, the following procedure will be followed.

- A head count and register will be taken to confirm that someone is missing.
- A phone call will be made to the office where a code 100 will be issued on the walkie-talkie system (see Crisis Management Policy).
- Another member of staff with a walkie-talkie will be sent immediately to assist in managing the rest of the class whilst the teacher and teaching assistant search the immediate area such as toilets, cloakroom area and adjacent classroom.
- The situation should be managed in a calm and professional manner so as not to distress other children.
- If the child is not found, the search should be expanded to involve all available staff and the whole school site searched carefully. A member of SLT should be notified.
- If the child has not been found within 30 minutes, the police are to be contacted (in certain circumstances, the assistance of the police may be required more urgently, e.g. on an educational visit).
- A 999 call will be made to the police stating:

***This is Holy Cross Prep School  
George Road  
Kingston, Surrey KT2 7NU***

***Telephone 020 8942 0729***

#### ***WE HAVE A PUPIL MISSING***

- Give the name of the pupil
- Age
- Length of time unaccounted for
- Last known location
- Detail of clothing worn

The person in charge will then:

- Contact the pupil's next of kin or guardian to keep them informed of the situation.
- Check school medical records to obtain any relevant medical information regarding any medical condition or medication being taken.

On arrival of the police, all relevant parties, and if requested other staff, will assist in any search procedure instigated by the senior police officer in charge. All relevant information should be passed to the police officer in charge at this stage.

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### 2. Non-Collection of Pupils

In the event that a pupil is not collected by the authorised adult we will follow the procedure set out below to ensure that the pupil is cared for safely.

- The pupil will be taken to the office to wait with the designated teaching assistant on parlour duty. This will normally be somebody who is known to the pupil.
- If they have not been collected after 15 minutes, the office staff will contact the parent/carer to see why they are late.
- The parent or carer may then collect the pupil from the main school entrance.
- If the office staff are unable to contact the parents after all reasonable attempts have been made, the person nominated on their registration form under 'emergency contact details' will be contacted.
- Pupils will remain in Homework Club until 6pm. This may be charged to the parent.
- **On no occasion will a pupil be allowed to leave school with any other adult who has not been designated for collecting on that day unless permission has been given directly by the parent.**
- In the event that we are unable to contact either the parents or the person nominated as the second contact for that pupil, after 6pm the Children's Services Department (Single Point of Access (SPA)) will be contacted to make arrangements for the care of the pupil.
- The pupil will stay at school in the care of two members of staff until safely collected by either the parents or the social worker.